

Report for Week Ending 23 April 1958 from
Records Disposition Branch

1. Contributions

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a.

25X1A6a

b. Installation of OSI filing system

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- ✓ Completed installation of the agency filing system in OSI/FSD/Special Projects Branch. 25X1A9a

✓ c. Building Planning Commission

25X1A9a Discussed the use of Open File Shelving in the New Agency Building with Mr. [REDACTED] of the Building Planning Commission. Two floor plans depicting the use of shelving in vaulted areas were prepared which indicated that the proposed amount of footage allowed would not be sufficient to provide the desired storage space. It was agreed that square footage in these vaulted areas should be increased. A suggested type of lighting fixture for use in these areas was given to Mr. [REDACTED] for consideration.

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- d. Use of the Add-A-Shelf type shelving was suggested to and received very favorably by Mr. [REDACTED] who in turn suggested its possible application in the [REDACTED] to Mrs. [REDACTED]

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2. Assignments

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✓ a. OTR - Records Control Schedule

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Schedules for the Operations Support Faculty and Orientations & Briefing Officer have been submitted for approval. A room in [REDACTED] has been converted into a vaulted area and will be used as a central location for storage of all reproduced materials in OTR.

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b. Office of the DD/S

No change from previous report.

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✓ c. Installation of Subject-Numeric Files in Office of D/Pers.

Sixty percent complete. Installation continues. Filing plan prepared and discussed with Assistant Executive Officer, OP. Folders for 1957 and 1958 prepared by IAS Pool, 22 April. 80% of material classified for filing when folders available.

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✓ d. Improved Filing System for Biographic Profiles, Selection Staff,
OP. [REDACTED]

Initial vertical expansion pocket file folder obtained from commercial source has been tested and found acceptable. Six more folders are being ordered through OL by ARO/OP.

✓ e. File System - ORR, Geographic Area [REDACTED]

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Installation of file system in the Reference Branch, Library Division has started. Approximately 1 cu. ft. of inactive material is being destroyed.

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✓ f. Records Management Survey - Office of DCI [REDACTED]

25X1A9a Preliminary survey completed except for the Office of the Deputy Director. Visited the Office of Administrator, GSA, and was given a briefing by Mrs. [REDACTED] Administrative Officer, on the mail and file procedures in the Office of the Administrator.

✓ g. Map Library Division, ORR [REDACTED]

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25X1A9a A requisition for approximately \$4000 worth of shelving will be submitted to Logistics immediately upon notification from Space Maintenance and Facilities Branch, OL to the effect that funds have been allocated for securing the area in the Washington Auditorium. Mr. [REDACTED] ARO/ORR, prepared a Staff Study regarding the use of shelving for the Map Library which has been concurred in by Mr. [REDACTED] Chief Administrative Staff.

✓ h. CIA Library, OCR [REDACTED]

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No change from previous report. 25X1A9a

✓ i. Acquisitions Branch Library/OCR [REDACTED]

No change from previous report.

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✓ j. Comptroller/Machine Records Division [REDACTED]

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25X1A6a Arrangements were made with Mr. [REDACTED] Logistical Support Officer, [REDACTED] for obtaining 8 sections of Records Center storage shelving to be installed in [REDACTED], Miss [REDACTED] ARO, has requested that further action on this project be suspended pending completion of shelving installation in the Finance Registry.

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3. Vital Materials

a. Microfilming of Vital Materials in the Office of the Comptroller was completed this week. Filming continues in OSI.

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- b. Several meetings have been held with members of OCR and Mr. [REDACTED] in an attempt to develop a Vital Materials Deposit Schedule for the Office of Central Reference. Mrs. [REDACTED] OCR, has requested a supply of VM schedule forms and is arranging for meetings with the various OCR divisions. She has estimated that these schedules will be completed within two (2) weeks. Mr. [REDACTED] attended the initial meeting and assured us that he will have the OCR finished intelligence deposits reviewed by all DD/I offices to eliminate non-vital publications and permit for a more current collection, through the establishment of retention periods.

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- c. Mr. [REDACTED] accompanied last weeks trip to the repository to work on their VM deposits.

4. News

A memorandum was sent to Logistics requesting that the newly designed fiber board container for 5x8 cards be produced and maintained as a stock item.

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Mr. [REDACTED] attended the monthly ASPA luncheon at the Occidental Restaurant.

The members of the Staff attended the monthly IRAC meeting at Archives.

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Mr. [REDACTED] visited the Mosler Safe Co. to see the Roto-File and the Revo-File and to determine the possible use of the files in the Agency.

Several members of this Staff visited the opening of Diebolds new display office. Their new equipment of interest was the Dial-a-matic file and the elevator file. Mrs. [REDACTED], ODCI, and Mrs. [REDACTED] OC, also attended this showing.

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We have been requested by Miss [REDACTED] ARO/Office of Communications to meet Mr. [REDACTED] of their Budget Office to discuss possible application of new filing equipment.

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